

FORM REQUESTING WEBSITE EDIT

Texas Speech-Language-Hearing Association, 918 Congress Avenue, Suite 200 – Austin, TX 78701

Use this form when requesting edits to the Texas Speech-Language-Hearing Association (TSHA) website www.txsha.org

State Office (SO) Designee, staff@txsha.org

Publications Board (PB) Chair, melinda.corwin@ttuhsc.edu

This completed form identifies the specific placement on the site for the new information to be posted, the number of and specific placement of links to the new information, the length of time that the information should be posted on the site, and any special instructions regarding graphics, font size, color and/or style. **This form should first be sent to your Vice President (VP). The VP will then forward a copy of the request(s) to the PB Chair and the SO Designee.**

Date of submission: _____

Person Requesting Edit _____

TSHA Position _____

Email Address: _____

Monitoring Executive Board (EB) member _____

Email Address: _____

LOCATION

Specific location on the site where the change(s) need(s) to be made:

<http://www.txsha.org/> _____

EDITS Changes, Additions and Deletions

Please be specific, including color, font size, inclusion of graphics, etc. if necessary.

PERSONAL INFORMATION UPDATE

Directly submit personal information updates (i.e., changes in name, address, phone, e-mail) to your monitoring EB member. The EB member will then forward this form to the SO designee, who will make the appropriate changes to the membership database and/or make the corrections on the website.

POSTING DATES

Date edit should be *posted*: _____ Date posting should be *removed*: _____